

## ***Introduction***

- ◆ Videotapes, books and other items are available for loan to libraries, as well as to state and county agencies.
- ◆ Individuals and organizations may borrow materials by requesting an “inter-library loan” through their local library. Check the government white pages under “libraries” in your local telephone directory for contact information.
- ◆ Loans are for three weeks.
- ◆ Video vendor contact information follows the title listing in the video catalog. Contact the vendors for sales information, or catalogs of other audio/visual materials.
- ◆ The public is welcome to visit our library during normal business hours.

Please address your request to:

**Resource Center Library  
CA. Department of Alcohol & Drug Programs  
1700 K Street  
Sacramento, CA. 95814-4037**

**FAX: (916) 323-1270**

The Resource Center is open Monday through Friday, from 8am to 5pm.

## ***Loan Agreement***

The loan agreement must be completed before materials may be checked out from our library.

Your organization's information must be entered into our database prior to checkout.

Order by title.

A maximum of four videos may be checked out at any time.

We do not charge to loan materials, and pay postage one way.

We require the signature of an authorized person to claim responsibility while in possession of all materials and for their return to the Library. The undersigned claims responsibility for:

Note: Videos and other materials provided by the Library are protected by copyright laws and that unauthorized reproduction constitutes a violation of U.S. copyright laws.

- ◆ The care and guarded possession of materials, and any damaged rendered to materials.
- ◆ Indicate if material is damaged or not in usable condition.
- ◆ Return of materials ON or BEFORE due date.
- ◆ Adequate protective packaging of materials being returned.

SHOULD ANY OF THE MATERIALS BE LOST OR DAMAGED WHILE IN YOUR POSSESSION YOU WILL BE HELD RESPONSIBLE FOR THEIR FULL REPLACEMENT COST.

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

**MANDATORY : Name of state/county agency or library\*\*** \_\_\_\_\_

\*\* Other organizations and individuals must use interlibrary loan

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
\_\_\_\_\_

Home address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work phone \_\_\_\_\_ Home phone \_\_\_\_\_ Fax no. \_\_\_\_\_

Return to:

**Resource Center Library, CA. Dept. Of Alcohol & Drug Programs  
1700 K Street, Sacramento, CA 95814-4037  
(800) 879-2882 or FAX (916) 323-1270**